SRC Coordinator’s Manual

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General Steps to Organizing an ACM SRC for Host Conferences

The ACM Student Research Competition (SRC), sponsored by Microsoft Research, offers a unique forum for ACM student members at the undergraduate and graduate levels to present their original research at well-known conferences before a panel of judges and conference attendees. The SRC gives visibility to not only up-and-coming young researchers, but also to the field of computer science research and its community. As a funded program, the ACM SRC is self-subsisting and does not require financial support from the host conference budget. Rather, it creates a new venue for attracting additional participants and awareness of a conference, as well as opportunities for learning and networking among researchers and practitioners.

Although each host conference is unique, the steps outlined below capture the basic structure of an ACM SRC, regardless of host venue.

Prior to the conference:

1. Identify a competition chair or coordinator who will be the liaison between the host conference, ACM, reviewers, jurors, and participants. This individual should be someone well acquainted with the conference and with strong ties within the research community.

2. Publish a call for submissions to the competition, based upon the host conferences existing structure and audience. The requirements for participation in an ACM SRC are:

   o Registration to host conference and Current ACM student membership
   o Graduate or undergraduate student status at the time of submission
   o Submission of an extended abstract of no more than 800 words on a topic of relevance to the host conference.

3. Identify a panel of reviewers who will review the submitted abstracts

4. Distribute abstracts for review

5. Arrange for conference time and space for the two parts of the SRC competition

6. Collect results from reviewers

7. Notify participants of their acceptance or rejection

8. Notify ACM of the selected participants and provide the dates and times of both rounds of the competition
9. (ACM will contact participants directly regarding travel grants for use in traveling to the host conference)

10. Identify panel of jurors who will be able to attend both portions of the competition at the conference

At the conference:

11. Arrange for SRC materials to be distributed at conference registration (schedule of SRC events, contact information for coordinator and participants, pp.12-14 of this manual)

12. Ensure that conference space and arrangements are in order

13. Attend poster session and disseminate results shortly thereafter

14. Attend presentation session and disseminate results immediately after

15. Announce winners at conference wide event

16. Complete report on event and submit to ACM headquarters

Administrative and marketing support is available from staff at ACM headquarters, as are insights from others’ prior experiences. The materials contained in the coordinator’s manual are intended to guide the competition coordinator through the process of organizing an SRC and provide as much support as necessary to make the event a success.

For further information, please contact:

Dr. Laurie Ann Williams
137 Grande Drive
Morrisville, NC 275607086
williams@csc.ncsu.edu

or

Nanette Hernandez
ACM Student Research Competition
2 Penn Plaza, Suite 701
New York, NY 10121
hernandez@acm.org

cacmSRCinfo@acm.org
## SRC Coordinator Check List

### Important Dates

**Conference Dates:**  
_____________________________

**Call for Papers open:**  
_____________________________

**Call for Papers closed:**  
_____________________________

**SRC Poster Session:**  
_____________________________

**SRC Presentation Session:**  
_____________________________

**Reception & Awards:**  
_____________________________

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRC Coordinator</td>
<td>Call for SRC submissions with conference call for papers. Submissions should not exceed 800 words. Send calls and other details to HQ to post on <a href="http://www.acm.org/src">www.acm.org/src</a> and in ACM news digests</td>
<td>10 months in advance</td>
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</tbody>
</table>
| SRC Coordinator | Potential SRC reviewers approached w/  
    a. description of responsibilities  
    b. sample evaluation form (HQ to provide pdf)  
    c. timeline | 7 months in advance       |                |
| SRC Coordinator | SRC reviewers selected                                                                 | 6 months in advance     |                |
| SRC Coordinator | Deadline for submissions; distribution to reviewers                                           | 5-6 months in advance   |                |
| SRC Coordinator | 100 word abstracts for proceedings due                                                                 | 4 months in advance     |                |
| SRC Coordinator | Recruit SRC judges w/  
|                 | a. description of SRC  
|                 | b. description of responsibilities  
|                 | c. sample evaluation form (online/PDF)  
|                 | d. timeline  
|                 | e. FY1 title list of accepted submissions | 4 months in advance |
| SRC Coordinator | SRC judges identified & contacted w/  
|                 | a. summary of responsibilities  
|                 | b. dates & times of  
|                 | posters/presentations/awards  
|                 | c. specific poster assignment  
|                 | d. contact information for SRC coordinator | 2 months in advance |
| SRC Coordinator | SRC participants receive on-site resource kit w/  
|                 | a. SRC coordinator contact info at conference  
|                 | b. date, time, location of all SRC events  
|                 | c. summary of processes at conference  
|                 | d. mandatory conference contact sheet (to locate participant)  
|                 | e. list of local resources (Kinko’s, library) | Conference registration |
| SRC Coordinator | SRC judges receive  
|                 | a. SRC coordinator contact info at conference  
|                 | b. dates, times, locations of  
|                 | posters/presentations/awards  
|                 | c. reminded of specific poster assignment  
|                 | d. evaluation forms  
|                 | e. mandatory conference contact sheet (to locate judge) | Conference registration |
| SRC Coordinator | SRC Judges  
|                 | SRC Participants  
<p>|                 | 1st round poster competition | Conference day |
| SRC Coordinator | Evaluations reviewed by SRC coordinator | Immediately after 1st round |</p>
<table>
<thead>
<tr>
<th>SRC Coordinator</th>
<th>Outcome of 1&lt;sup&gt;st&lt;/sup&gt; round posted in public Finalists notified by phone message at room: a. reminder of date, time, location of 2&lt;sup&gt;nd&lt;/sup&gt; round Judges notified by phone message at room w/ a. reminder of date, time, location of 2&lt;sup&gt;nd&lt;/sup&gt; round</th>
<th>Immediately after evaluation review</th>
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</thead>
<tbody>
<tr>
<td>SRC Coordinator</td>
<td>SRC coordinator available to 2&lt;sup&gt;nd&lt;/sup&gt; round SRC participants</td>
<td>Afternoon/evening prior to 2&lt;sup&gt;nd&lt;/sup&gt; round</td>
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<tr>
<td>SRC Coordinator</td>
<td>SRC Judges SRC Participants</td>
<td>Conference day</td>
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<tr>
<td>SRC Coordinator</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; round of competition (10 min presentation, 5 min Q&amp;A)</td>
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<tr>
<td>SRC Coordinator</td>
<td>Evaluations reviewed by SRC coordinator</td>
<td>Immediately after 2&lt;sup&gt;nd&lt;/sup&gt; round</td>
</tr>
<tr>
<td>SRC Coordinator</td>
<td>Final results posted in public place SRC winners personally notified</td>
<td>Immediately after evaluation review</td>
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<tr>
<td>SRC Coordinator</td>
<td>SRC Medals</td>
<td>Award Ceremony</td>
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<tr>
<td>SRC Coordinator</td>
<td>Distribution of certificates &amp; award checks</td>
<td>ACM HQ will mail to winners</td>
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<tr>
<td>SRC Coordinator</td>
<td>Send final report form to ACM headquarters</td>
<td>As soon as possible after the contest</td>
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</table>
The following scales of weights and measures will be used by all judges in evaluating students’ work at an SRC. Each judge will rank their evaluations based on the assigned score. This ranking will be used to determine the outcome of each portion of the competition.

Please note: Each portion of the competition has its own specific scale.

### Abstracts
Each abstract will be evaluated by a minimum of three faculty members; none of which are affiliated with the author’s university.

**Evaluation Scale for Submitted Abstracts**
- Problem and motivation: 5 points
- Background and related work: 5 points
- Approach and uniqueness: 10 points
- Results and contribution: 10 points

Total Possible Score: 30 points

### First Round Poster Session
A minimum of five judges will be assigned to the poster session.

**Evaluation Scale for the First Round Poster Sessions**
- Oral presentation: 10 points
- Visual presentation: 10 points
- Research methods: 15 points
- Significance of contribution: 10 points

Total Possible Score: 45 points

### Semi-Finals Conference Presentation
A minimum of five judges will be assigned to the semi-finals.

**Evaluation Scale for the Semi-Finals Conference Presentation**
- Knowledge of research area: 15 points
- Contribution of research: 10 points
- Presentation: 10 points

Total Possible Score: 35 points
SRC Poster Evaluation Form

Please use this form to evaluate poster submission in the first round of an ACM SRC event. Each poster will be evaluated by a minimum of five judges. The form should be completed and returned to the Competition Coordinator at the end of the judging session.

Evaluation Scale for the First Round Poster Sessions

- Oral presentation: 10 points
- Visual presentation: 10 points
- Research methods: 15 points
- Significance of contribution: 10 points

Total Possible Score: 45 points

Conference Name: ________________________________________
Participant Name: ________________________________________
Division:  Graduate / Undergraduate  (please circle one)
Paper Title:  ________________________________________

Scores

- Oral presentation:    ____
- Visual presentation:  ____
- Research methods:  ____
- Significance of contribution:  ____

Total Score:  __________
ACM Student Research Competition

**SRC Presentation Evaluation Form**

Please use this form to evaluate presentations in the semi-finals round of an ACM SRC event. Each presentation will be evaluated by a minimum of five judges. The form should be completed and returned to the Competition Coordinator at the end of the judging session.

**Evaluation Scale for the Semi-Finals Conference Presentation:**

- Knowledge of research area: 15 points
- Contribution of research: 10 points
- Presentation: 10 points

**Total Possible Score:** 35 points

**Conference Name:** ________________________________________

**Participant Name:** ________________________________________

**Division:** Graduate / Undergraduate  (please circle one)

**Paper Title:** ____________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Scores

- Knowledge of research area: _____
- Contribution of research: _____
- Presentation: _____

**Total Score:** _________
Please use this spreadsheet to evaluate poster submission in the First Round of an ACM SRC Event. Each poster will be evaluated by a minimum of five judges.

The spreadsheet should be completed and returned to the Competition Coordinator at the end of the judging session.

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<tr>
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<tr>
<td>1</td>
<td>SRC Poster Evaluation Spreadsheet</td>
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<td>Please use this spreadsheet to evaluate poster submission in the First Round of an ACM SRC Event. Each poster will be evaluated by a minimum of five judges.</td>
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<td>The spreadsheet should be completed and returned to the Competition Coordinator at the end of the judging session.</td>
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<td>6</td>
<td>Scale for accepting the abstract:</td>
<td>Scale for evaluating the visual presentation of the research:</td>
<td>Scale for evaluating the conference presentation of the research:</td>
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<td>7</td>
<td>Problem and motivation: 5 points</td>
<td>Oral presentation: 10 points</td>
<td>Knowledge of research area: 15 points</td>
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<td>Background and related work: 5 points</td>
<td>Visual presentation: 10 points</td>
<td>Contribution of research: 10 points</td>
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<td>9</td>
<td>Approach and uniqueness: 10 points</td>
<td>Research methods: 15 points</td>
<td>Presentation: 10 points</td>
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<td>Results and contribution: 10 points</td>
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Conference:

Scores:

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<th>Division</th>
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<th>Paper Title</th>
<th>Oral Presentation</th>
<th>Visual Presentation</th>
<th>Methods</th>
<th>Contributions</th>
<th>Total Score</th>
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Scores:

Oral | Visual | Research | Significance of

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</table>
ACM Student Research Competition
SRC Conference Events Information Sheet

SRC First Round Poster Session:
  Date: ________________________________________
  Time: ________________________________________
  Location: ________________________________________
  Results will be posted: ____________________________

SRC Second Round Presentation Session:
  Date: ________________________________________
  Time: ________________________________________
  Location: ________________________________________
  Results will be announced: __________________________

SRC Awards:
  Date: ________________________________________
  Time: ________________________________________
  Location: ________________________________________

SRC Coordinator Conference Contact Information
  Name: ________________________________________
  Phone: ________________________________________
ACM Student Research Competition

Judges Conference Contact Information Sheet

Conference Name: ________________________________________

Dates Attending: ________________________________________

Judge Name: ________________________________________

Hotel & Room No.: ________________________________________

Conf. Contact phone: ________________________________________

I will be judging the following SRC competition rounds:

(Please circle as appropriate)

Poster Session

Presentation Session

I will be attending the SRC award ceremony:

(Please circle as appropriate)

Yes

No

Please return this form to the SRC Coordinator.
# ACM Student Research Competition

## Participant Conference Contact Information Sheet

- **Conference Name:**
- **Dates Attending:**
- **Participant Name:**
- **Hotel & Room No.:**
- **Conf. Contact phone:**
- **Paper Title:**

Has your contact information changed? **Yes**  **No**

If so, please provide current information below:

- **Address:**
- **Contact Phone:**
- **Contact Email:**

*Please return this form to the SRC Coordinator.*
ACM Student Research Competition
Receipt of Funds

Conference Name: ________________________________________

Recipient Name: ________________________________________

ACM Member No.: ________________________________________

Social Security No.: ________________________________________

- OR -

Passport No.: ________________________________________

Amount: _______________

Purpose: _______________

I hereby acknowledge receipt of the above funds.

Signed: ________________________________________

Date: _______________
This final report is designed to gather information and feedback on your SRC experience. It will help inform the future development of this program. We greatly appreciate your efforts in hosting an SRC and in taking the time to complete this report.

**Part I – Summary of Event**
Please submit the following items in addition to the information requested below:
- spreadsheets of participants, judges, and costs
- signed receipts for distributed awards
- original receipts for any outstanding expenses to be processed

<table>
<thead>
<tr>
<th>Total Number of Proposals Submitted</th>
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<tbody>
<tr>
<td>Undergraduate</td>
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<tr>
<td>Graduate</td>
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</table>

<table>
<thead>
<tr>
<th>Total Number of Participants</th>
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<tbody>
<tr>
<td>Undergraduate</td>
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<tr>
<td>Graduate</td>
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</table>

<table>
<thead>
<tr>
<th>Total Number of Evaluators</th>
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<tbody>
<tr>
<td>Reviewers for submissions</td>
<td></td>
</tr>
<tr>
<td>Judges at conference</td>
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</table>

| Total Cost of Hosting Event        |  |

**Part II – Winners**
Please submit an electronic copy of each winning paper, in addition to the following information for each winner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
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</tbody>
</table>
Part II – Evaluation of SRC
Please rate the following items on a scale of 1 to 5, with 5 being the highest. Please use N/A to indicate “not applicable”.

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRC Coordinator’s Manual</td>
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<tr>
<td>ACM-SRC Website</td>
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<tr>
<td>Participant recruitment process</td>
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<td>Judge recruitment process</td>
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<td>Support from ACM-HQ</td>
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<tr>
<td>Format of SRC Conference Event</td>
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<tr>
<td>Value of SRC Conference Event</td>
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<tr>
<td>Value of SRC Program overall</td>
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</tbody>
</table>

Part III – Personal Experience
Please answer the following questions as fully as you can. Feel free to attach additional pages as necessary.

1. What were the most positive aspects of this experience for you?

2. What, if any, were negative aspects of this experience for you?
3. What processes or activities were particularly valuable or effective?

4. What processes or activities were not helpful or could be improved?

Please return this completed report, along with all supporting documents to:

Nanette Hernandez
ACM Student Research Competition
2 Penn Plaza, Suite 701
New York, NY 10121
Email: hernandez@hq.acm.org